



Internal rules SECONDARY

School year 2026/2027

Update : JUNE 2026

This regulation applies to all Secondary School Extra-Curricular Activities (ECAs) offered by the International French School (Singapore), in addition to the IFS internal rules.

The objective of the ECAs is to provide IFS students with a framework for personal development as well as the opportunity to acquire new skills through various activities and competitions, whether sporting or non-sporting.

Children are admitted to activities subject to the availability of places and facilities.

SUMMARY

REGISTRATION.....	3
FEES AND PAYMENT.....	3
CANCELLATION AND DEPARTURE FROM IFS DURING THE YEAR.....	5
INSURANCE.....	5
ABSENCES.....	6
RESPECT FOR RULES, OTHERS, AND EQUIPMENT.....	6
STUDENT COMMITMENT – COMMUNICATION.....	7

REGISTRATION

- All IFS parents will receive an email regarding the ECAs, informing them of the opening of registration along with the specific dates and times for each level. Registration for activities is carried out by parents via the EDUKA portal made available to them. This information will also be posted on the ECA website.
- Registration for activities is completed by the parents via the [EDUKA](#) portal.
- Each registration is **final** once validated by the ECA department.
- For sports activities: for educational and safety reasons, each session can only accommodate a limited number of students.
- Exceptionally, a student may be allowed to change level (promotion authorized under certain conditions).
- Registrations for some non-sports ECAs are processed on a first-come, first-served basis, subject to availability.
- No priority registration can be granted to any student for any reason.
- If there are insufficient participants, the proposed activity may not be maintained and will be cancelled. Parents will be informed accordingly. An alternative activity may be offered.
- Selection procedures for sports activities: see the activity description on the ECA website. [ECA website](#).

FEES AND PAYMENT

FEES

- The fees for each activity are available on Eduka or on the ECA website.
- The Parents' Committee will provide, within the limits of its budget, financial assistance for each scholarship student, in proportion to the scholarship percentage, for **one** annual session of a sports or cultural extra-curricular activity. This deduction will be automatically calculated on the ECA invoice.
- The purchase of any specific attire required for a given activity (e.g. football jersey with number, swimsuit, rugby jersey with number, etc.) is the responsibility of the families. A communication will be sent to families to place orders on the website of our partner supplier at the launch of the activities.
- The costs associated with trips organised as part of the ECA are to be borne by parents (see the travel policy).
- The ECAs are offered to families. The ECAs are an integral part of the services provided by IFS and therefore follow the same rules and status, namely, non-profit.

PAYMENT

To simplify the administrative management due to the volume, AES are paid via automatic bank transfer (GIRO).

If you do not have a GIRO arrangement yet, you can set one up in just a few minutes: [Click HERE to learn more about the detailed procedure.](#)

Only registrations completed within the required deadlines and for which the automatic bank transfer (GIRO) is active will be validated.

You can check the status of your GIRO directly from your Eduka Parent Portal / Billing section. Existing GIRO arrangements can be reused from one year to the next, provided they have not been cancelled by you with your bank.

For newcomers to Singapore: you may set up your GIRO once your local bank account has been opened.

Invoices will be available on EDUKA in the Billing portal on **05/10/2026** and will be debited via GIRO on **09/10/2026**.

For registrations starting from February 2027, invoices will be available on Eduka on **09/02/2027** and debited via GIRO on **12/02/2027**.

⚠ Access to extra-curricular activities will be denied in the event of unpaid AES invoices and/or unpaid tuition fees from one year to another and/or from one term to another, as long as outstanding payments remain unsettled.

ARRIVALS DURING THE YEAR

Registration for activities is possible throughout the year, subject to availability. In the case of mid-year arrivals, registration can be confirmed if the GIRO is already set up prior to registration.

Billing is processed according to the following rules:

Registration periods	For Annual activities
September 2 – November 1	100% billing
November 2 – January 31	90% billing
February 1 – March 14	50% billing
March 15 – April 24	40% billing
From April 25 onwards	25% billing

CANCELLATION AND DEPARTURE FROM IFS DURING THE YEAR

No refunds will be granted during the year for reasons such as: unfavorable weather conditions, air pollution, student absences (illness, school trips, travel, internships, exams, or any other personal reason), withdrawal from the activity, or exceptional cancellation of a session (staff meetings, public holidays, remote learning, etc.).

This list is not exhaustive.

Only the permanent discontinuation of an activity due to long-term illness or medical issues, or permanent departure from the school, may qualify for a refund:

- 50% refund for withdrawals before 31/01/2027 (upon validation of the withdrawal file)
- 25% refund for withdrawals between 01/02/2027 and 09/05/2027

No prorated refund will be granted, and no refunds will be issued after Monday, 10/05/2027.

A medical certificate will be required as supporting documentation, specifying the sport concerned, and must be provided within two weeks.

- ⚠ **Any activity started by a student must be paid in full and is non-refundable.**
- ⚠ **Any activity discontinued for medical reasons during the year may not be resumed.**

INSURANCE

It is the parents' responsibility to subscribe on behalf of their children to:

- Liability Insurance (Third-Party Insurance)
- Personal Accident Insurance
- Medical Insurance

The IFS, for its part, subscribes to two insurance policies, strictly limited to specific situations.

1. LIABILITY INSURANCE:

This insurance only covers IFS's own liability towards third parties, including students, in cases where the school's responsibility is clearly established.

It does not cover damages or injuries caused by or between students (for example, a collision in the playground), nor does it cover personal liabilities.

Families are therefore strongly encouraged to take out their own liability insurance for their children.

2. PERSONAL ACCIDENT INSURANCE:

IFS has taken out an optional personal accident insurance policy, which is limited to certain incidents occurring during activities explicitly organized by the school.

This coverage, which is not mandatory and subject to annual renewal, only applies as secondary coverage, and only if the family's personal insurance does not fully reimburse the medical expenses. It excludes many situations, including loss or damage of personal belongings (such as eyeglasses).

ABSENCES

- Any absence of your child must be reported to the ECA office (aes@ifs.edu.sg). In case of illness during school hours, the child will not be allowed to attend the activity.
- If the activity leader is absent, they will be replaced or the session will be postponed to a later date.
- Students are allowed to leave the school premises if the activity is cancelled due to the absence of the coach/instructor; in such cases, parents will be informed by email.
- In the event of severe weather conditions at the beginning or during the session (thunderstorm warnings, field/track closures or flooding), an alternative solution will be offered to the students.

RESPECT FOR RULES, OTHERS, AND EQUIPMENT

- All participants must respect the ideas and individuals present during activities. Physical violence and verbal aggression will not be tolerated.
- Punctuality and adherence to schedules: students are supervised only during the scheduled duration of the activity.
- Respect for others (students, opponents, referees, teammates, and teachers): any violation of this rule may result in temporary or permanent exclusion from the activity.
- Respect for equipment and the environment: any damaged or lost equipment will be charged to the family by IFS.
- Students must not bring or leave jewelry, valuables, smartphones, tablets, etc., in the changing rooms. The school accepts no responsibility in case of loss or theft.
- Appropriate sportswear and footwear suitable for the activity are required for sports sessions. For outdoor activities, students must wear clothing appropriate for the weather conditions.

❖ Rules to be observed before and after the sessions:

- Students who are not enrolled in AES activities will not be allowed to stay on campus, except for those who wish to work in the 3C, and only until 6:30 PM (not in Cour G or in classrooms).

- Students enrolled in an ECA must go to the 3C (to study or read) while waiting for their activity to begin.
- Once the activity is over, students must leave the campus promptly and are not allowed to remain beyond the time needed to change and collect their belongings.
- No student will be allowed to enter the campus after 5:15 PM, except in exceptional circumstances.

⚠ In the event that students fail to comply with these rules, IFS reserves the right to cancel the student's AES registration, either temporarily or permanently, without refund.

STUDENT COMMITMENT – COMMUNICATION

- Enrollment in AES activities represents a commitment. Therefore, any student selected or assigned for various tasks (organization, refereeing, coaching) related to their activity agrees to fulfill their role until completion.
- Photos and videos of students taken during activities may be used on the IFS website and its Facebook/Instagram pages and/or on the AES Instagram page or website.
- Children for whom image rights have not been authorized in EDUKA will not be photographed or filmed during activities and other AES-related events unless written parental consent has been obtained.